



(Maintenance Log is to be Mailed or Faxed to the City of Bellevue Annually)

Maintenance/Cleaning Schedule: _____ Next Mail/Fax Date: _____

Fax Report To: (425) 452-7116 C/O City of Bellevue - Water Quality

Preventing Sewer Backups at Your Business

If your business discharges fats, oils, and grease, **you are required by the City of Bellevue Code to pre-treat your sewer discharges containing these materials.** Operating a good grease abatement program makes good business sense. A grease blockage can shut a business down for several days and cost thousands of dollars in lost profits and cleanup expenses. A little preventative maintenance will ensure that you meet City Code and avoid this costly problem.

Recommended Maintenance Schedule

Grease Traps may require inspection/maintenance on a weekly basis depending on the amount of grease entering the drains. If the establishment has to perform maintenance too often, the owner should consider modifying grease prevention procedures or installing a larger trap or a grease interceptor. Grease Interceptors should be cleaned at least twice each year.

Criteria for Inspecting Grease Traps

All food service establishments suspected of causing problems to the collection system may be inspected. Bellevue Utilities uses the following criteria to inspect grease traps:

25% = Good	25% - 50% = Fair	Greater Than 50% - Poor
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If the trap is in fair condition, the establishment is advised to keep an eye on the maintenance schedule, increase maintenance frequency as necessary, and may be requested to clean the trap. If the trap is in POOR condition, the establishment will be issued a compliance order to have it cleaned immediately, and will be required to contact Bellevue Utilities Water Quality within 30 days to verify that the grease trap has been properly cleaned.

Proper Maintenance Procedure for a Grease Trap

<u>Step</u>	<u>Action</u>
1.	Bail out any water in the trap or interceptor to facilitate cleaning. The water should be discharged to the sanitary sewer system.
2.	Remove baffle(s) if possible and then remove the accumulated grease out of the trap or interceptor and deposit in a watertight container or vessel.
3.	Scrape the sides, the lid, and the baffles to remove as much of the grease as possible, and deposit the grease into the watertight container or vessel.
4.	If self cleaning, contact a hauler or recycler to collect the removed grease.
5.	Replace the baffle(s) and the lid.
6.	Record the maintenance performed on the Maintenance Log, including the volume of grease if possible.

If you have any questions or concerns, please feel free to visit our Grease Control webpage at http://www.cityofbellevue.org/grease_control.htm, our Sewer Engineering Webpage at http://www.ci.bellevue.wa.us/pdf/Utilities/09_Sewer_Engineering_Stds.pdf or call the Water Quality staff at (425) 452-6192 or (425) 452-5208.